

## **Pre-submittal checklist for proposed Encroachment(s)**

### **General**

- Show location of encroachment and dimension in the right-of-way?
- Dimension & show the existing street and right-of-way widths for the abutting street(s).
- Will there be a sight distance obstruction with the encroachment?
- Specify if encroachment is above or below ground
- Provide any details and installation standards and method for requested encroachment
- Provide Materials and specifications
- Is the location of the encroachment on a City or NCDOT maintained street?
- Is there an active or proposed Capital Improvement Project in the area?

### **Telecom installation - Towers/Structures/Poles/Antennas**

- Is the installation above ground or below ground?
- Can antennas be co-located on an existing pole (i.e. power, street light, etc.)?
- Can applicant have written permission to co-locate on an existing pole (i.e. power, street light, etc.)?
- Is antenna to be placed or installed on an existing or new wood or metal pole?
- Are the existing poles in the vicinity wooden or metal?
- Does the installation of the structure meet the clear zone recovery specifications?
- Are there existing trees and vegetation in the vicinity of the structure?
- What is the overall height and diameter of the structure?
- Is structure placed in front of a residence or a business?
- Is the installation of the structure on a property line or corner?
- Is there existing/proposed sidewalk in the vicinity of the area of installation?
- Are there any existing known utilities in the general area?

### **Retaining Walls**

- Is the retaining wall over four (4) feet in height?
- What material will be used to construct the retaining wall?

### **Pavers**

- Provide a list of materials used for installation

### **Parklets**

- Has a feasibility meeting been scheduled with the Urban Design Center?
  - Was the Parklet approved preliminarily, prior to Encroachment submission?